

Appendix B

Commonwealth of Virginia Database Index Reporting System	
1. Public Body Name & Numeric Code Virginia Department of Transportation Code: 501	4. Point of Contact: Theodore H Taylor 5. Phone Number: 786-7645
2. Database Title: Land Use Permit System	6. Signature & Date: <div style="font-family: cursive; font-size: 1.2em;">Theodore H. Taylor</div> 2/15/01
3. Database Acronym: LUPS II	
7. Database Description and Contents: <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i>	
<p>The Land Use Permit System II (LUPS2) is a client/server system used by maintenance department personnel to issue and track Land Use Permits. Land Use Permits are written approvals for performing work on property under the jurisdiction of the State Highway and Transportation Commission, Commonwealth of Virginia. LUPS2 is used to record information from the paper based Land Use Applications. Once this information is entered, the VDOT personnel then evaluate the Application and approve or deny it. Once this is done LUPS2 is then used to generate the paper based Land Use Permit which is issued to the applicant. The system also generates reports on demand that are used internally to VDOT and Form Letters that are sent out to the Permit Holders.</p>	
<i>Note: Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in item 4 for further details.</i>	
8. Date of Last Update: updates are done on a daily basis. Whenever information is added to the system, an update occurs.	9. Frequency of Update: <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Other:
10. Formats Available and Schedule of Fees: <i>(Provide a description of each format in which the database is made available and the cost, if any, of each format.)</i>	
10a. Formats: Paper	10b. Format Cost: Copy cost and postage.

Send Completed form to The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark)